

Guidance notes for

Form A

These guidance notes are designed to help you complete **Form A – Application for a permanent water connection.**

Important: If your development requires a building water supply, you need to submit Form J without delay. Form A can only be considered once your building water application has been received and processed. **See note 6.**

1 Developer details

Please provide your full details to make it easy for us to contact you.

2 Details of main contact

Please provide contact details of any person appointed to coordinate the development (usually an agent or adviser). If you do not have an agent, leave this section blank. We will then contact the developer with all communications.

3 Billing details

Please tell us which of the above contacts should receive our final invoice or supply details for an alternative billing contact if appropriate. Where there are no details given in section 2, we will send our invoice to the developer contact in section 1.



4 Premises to be connected

4.1 Reference

Your site may already have a Business Stream reference number relating to a Development Impact Assessment or an application for building water supply. Please provide these to help us speed your application.

4.2 Postal address

You must supply the full postal address and postcode of your site. The Land Registry can provide your postcode. If you don't supply this, your application may be delayed.

4.3 Type of premises

If your development includes domestic premises, you must apply separately to Scottish Water (not Business Stream) for the domestic elements.

4.4 SIC code

SIC (Standard Industrial Classification) is a nationally-recognised coding system for classifying use of business premises. It is used to determine whether VAT is applicable. If you don't know the site's SIC code, you may leave this section blank. Further information on SIC is at www.statistics.gov.uk/methods_quality/sic

4.5 Standpipe

A standpipe is defined as a temporary non-metered water supply, primarily for construction use on site.

4.6 Anticipated consumption

You must provide your anticipated annual water consumption. This enables Scottish Water to calculate the infrastructure charge, to approve the appropriate size of meter, and to assess whether a Development Impact Assessment (DIA) is required.

As a guide, typical daily consumption estimates are:

- domestic use: 180 litres per head for 24-hour residents
- office/workplace use: 55 litres per occupant

If your intended use is more than 1,500m³, please supply either DIA details or a Scottish Water approval letter.

4.7 Planning reference

Business Stream needs to be sure each development has full planning approval. For this reason we need to know the planning reference allocated to your development, plus details of the approving local authority. Failure to supply these will delay your application.

4.8 Crossing private land

Where your proposed pipe will cross privately-owned land, it is your responsibility to secure written confirmation of access to the land. This does not apply to public highways.

4.9 Contaminated land

We require a copy of the soil investigation report, including a chemical analysis table, if:

- the site has potential land contamination issues (eg any industrial site, former garage site, etc.)
- the new connection is a non-standard one, that is above 32mm

This report is needed to identify the type of pipe material to be laid to protect the public water supply. We require the recommendations and conclusions of the report which determine the pipe material suitable for the ground conditions.

5 Connection details

Scottish Water is responsible only for the physical connection of the mains to the proposed connection pipe, and for providing the meter / boundary box.

As a developer, you are responsible for the sizing of your connection and meter. You are also responsible for sourcing other materials, and arranging for a contractor to carry out the necessary works. (Scottish Water is available on the open market to act as a contractor for these works.)

Where applicable you must arrange for a road opening permit from the local authority. This requires 28 days notice.

5.3 Connection pipe size

Your engineer's design calculations should identify the size of pipework required. This is usually one size up from the required meter size – for instance, a 15mm meter would need a 25mm pipe.

If you are likely to extend or upgrade your development in future, it is useful to consider installing an oversized pipe at this stage, to keep the upgrade costs to a minimum.

5.4 Meter size

Please refer to Appendix A on Form A to help assess the required meter.

5.5 Firefighting connection

For new connections, you must supply a copy of the confirmation letter and approval from the local fire authority if:

- firefighting facilities are required (hydrant and / or sprinkler systems); or
- your connection is larger than 32mm

This is to show whether you need a fire hydrant, or whether existing connections are sufficient.

The nearest existing fire hydrant should be a maximum of 60m from the face of your property. Illustrations of typical fire connection arrangements are included in **Appendix B of Form A**.

6 Building water supply

If you require building water, please complete and submit Form J if you have not already done so.

We must process your building water application (Form J) BEFORE we progress this application. This means that if you submit Form J and this form together, there will be a delay before your connection application is processed. At Business Stream our target is to deal with our element of building water applications within 48 hours; we then pass them to Scottish Water which takes around ten days to process them from the date of receipt.

If building water is not required, please state why not – for example, if concrete is to be mixed off site.

The information on number of units, type and cost of works is required to help calculate your building water charges. Guidelines are as follows:

- For domestic premises, building water is charged at a rate per unit (flat, terraced house, etc.).
- For non-domestic premises, building water will be charged as a percentage of your estimated building cost. This percentage depends on the type of building works. Ready-mix concrete is deductible from this cost.
- Any water required for site accommodation will be metered.

7 Plumbing contractor

If you haven't yet appointed a plumber, you may leave this section blank.

All installations must be carried out by a plumber registered with SNIPEF (Scottish and Northern Ireland Plumbing Employers' Federation).

If you appoint a non-registered plumber, you are liable for any damages to a third party property resulting from faulty components or incorrect installation. If such damages occur where a registered plumber has been used, the plumber is liable for third party damages.

8 Special requirements

Please provide any information about your development that might be relevant to providing a timely connection.

9 Declaration

The form is designed for electronic signature. If you prefer, you may print it off and sign it by hand and post a hard copy.

Guidance on electronic signatures is available at www.berr.gov.uk.

If you don't have the means to provide an electronic signature, please note that by submitting the form via email you are instructing Business Stream to progress your application.

10 Supporting data

A site location plan, design proposals, SI report and plumbing schematics need to be submitted with your application.

Site location plan

This enables Scottish Water to quickly locate your site in relation to its existing water infrastructure.

Your plan should set out precisely where the site is. Show street names, existing buildings and other landmarks. A 12-digit OS grid reference or GIS coordinates would also help.

Design proposals

Design proposals include a technical drawing. This needs to show every individual connection from the existing mains to the point of connection. These details enable Scottish Water to find the best connection point from its mains. The following details must be shown:

- boundary of premises
- location of the existing main
- size of the existing main
- material specification of the existing main
- location of your proposed connection on the existing main
- route of your pipe from connection on the existing main to your property
- size of the proposed connection pipe
- material specification of the proposed connection pipe
- location of meters
- location of supporting valves

Plumbing schematics

You must provide internal and external plumbing schematics. These ensure that the right protection measures are in place. They are a strict requirement of Scottish Water byelaws.

Internal plumbing schematics need to show:

- the route and diameter of all pipes
- the capacity and position of storage and feed cisterns
- the location and details of all fittings
- hot and cold water services

External plumbing schematics must detail a minimum of a stop-cock, double-check valve and drain valve on the main at the point of entry in every building. Fire mains require a single check valve in a suitable chamber for access and maintenance.

We may need to ask for further drawings and / or calculations after reviewing your initial application and supporting information.

